

CITY OF BURBANK

VIDEO PRODUCTION ASSOCIATE

DEFINITION

Under direction, to learn and perform the full range of tasks associated with a governmental access television station; and to do related work as required.

ESSENTIAL FUNCTIONS

Operates video cameras, audio, and lighting equipment for in and out-of studio events. Performs pre and post-production tasks, including: studio and location preparation, editing, dubbing, and duplicating tapes; maintains studio, control room, and field production equipment; operates character generating computer software and composes televised bulletin board messages; schedules programs for playback and programs computerized television playback equipment; researches topics and writes scripts and provides other writing services as needed; and coordinates television productions; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - videotape and live television production techniques; videotape cameras, audio and non-linear editing equipment, character generation equipment and general office computers.
- Ability to - work evenings and some weekends. Work a flexible schedule with constantly shifting hours. Lift and carry cameras, lights, and other heavy equipment. Ability to bend, stoop, kneel, crawl and reach. Communicate well both orally and in writing. Work against deadline pressure. Establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: One year of college, university, or post-secondary television production education or equivalent experience in a closely related field.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.